



Fire Regulations



The information contained in this brief outline does not by any means completely cover the ordinances and regulations contained in the City of Fort Worth Fire Code. It does however provide the basic rules governing exhibits in any building open to the public for entertainment, information and/or merchandising purposes.

The Fire Marshal reserves the right to shut down any event summarily for code violations or safety purposes

1) General Regulations

- a) Exhibitors, contractors, Licensee and staff, along with all other event personnel shall comply with all federal, state and municipal fire codes which apply to places of public assembly.
- b) The width of all aisles at trade shows must be in compliance with the City of Fort Worth Fire Code. The width of the aisles will have an effect on the Maximum Occupancy Load set by the City of Fort Worth building officials. The aisles must remain unobstructed at all times.

Your Event Coordinator can assist you in contacting the appropriate officials with specific questions regarding aisle widths.

- c) Fire fighting and emergency equipment must not be blocked or obstructed under any circumstances. All fire hoses, extinguisher cabinets, and pull boxes must be visible at all times. Exhibit booths must not block fire fighting equipment or emergency exits.
- d) The FWCC is a NON-SMOKING facility under City Ordinance 13009. Violators can be assessed fines of up to \$500.
- e) Storage of crates not being used or freight not being used or displayed must be arranged with your Event Coordinator and approved by the Fire Marshal.
- f) Exit sign illumination shall be provided and maintained at all times.
- g) The Fire Marshal or designee, depending on the show, display, activity or event, may require you to contract at least one (1) Fire Inspector to be present during show hours or during rehearsals and other activities related to the show.
- h) If any show, performance or event utilizes lasers, the laser technician must be licensed by the State of Texas.

2) Booth Construction, Decorations and Stage Scenery

- a) All decorative and construction materials must be non-combustible, flame-resistive or treated with a flame retardant solution.
- b) All curtains, drapes, carpets and decorative materials must be made with non-combustive or flame-resistive material.

- c) Any merchandise or materials attached to drapes or table skirts must be of non-combustive or flame-resistive material or approved by the Fire Marshal.

3) Enclosed and Multiple Story Booths

- a) All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside of the enclosed area.
- b) All multiple story booths must have at least two clearly marked exits. (The Fire Marshal may require more depending on the size of the structure.)
- c) The travel distance inside a booth or exhibit enclosure may not be more than 50 feet.
- d) Multiple story booth plans must be submitted to the Fire Marshal for approval. The plan must specify the maximum number of occupants, and have a structural engineer's stamp certifying that the structure can bear the maximum occupant load.
- e) Multiple story booths must contain at least one 10 lb ABC fire extinguisher per floor. (The Fire Marshal may require more depending on the size of the structure.)
- f) No combustible materials will be allowed inside booths in which the roof or ceiling of that booth creates an obstruction to the fire sprinkler system.

4) Exits and Exit Access (Ingress/Egress)

- a) All fire exits and aisles serving any area of the building must remain unobstructed and unlocked at all times.

No signs or banners shall be placed on or in front of the door that will affect the door's operation in any way.

No sign shall be placed on any exit that will give the impression that the exit is not fully operational.

- b) No curtains, drapes, or banners shall be hung in a manner that will obstruct the view of any exit sign.
- c) NO decorations, furnishings, or other objects may be placed in a manner that will obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in a manner that might confuse the direction of the exit.

5) Flammable Materials, Compressed Gases and Explosives

- a) The following items are not allowed in the FWCC:
 - i) Use, display, or storage of LPG (propane or butane).
 - ii) Flammable liquids or gas.
 - iii) Bar-B-Q grills.
 - iv) Salamander stoves.

- v) Helium-filled balloons.
- b) The following items may not be used without prior approval from the Fire Marshal:
 - i) Candles or open flames.
 - ii) Straw, sawdust or wood shavings.
 - iii) Welding or cutting equipment.
 - iv) Pyrotechnic special effects of any type are not allowed without a permit and approval from the Fort Worth Fire Department Arson and Bomb Unit. Any representative of the Arson and Bomb Unit has the right to request a test firing of the pyrotechnic display.

6) Open Flames

- a) The following items may not be used without the appropriate permit and approval from the Fire Marshal:
 - i) Lit candles and lanterns for demonstration purposes.
 - ii) The use of open flames, burning or smoke-emitting materials as a part of an act, display or show is prohibited unless approved by the Fire Marshal in advance.

7) Cooking and Cooking Appliances

- a) Cooking in the FWCC is permitted on a limited basis with prior approval of the Fire Marshal.
- b) Cooking appliances must be placed on a non-combustible surface and may not be located within two feet of any combustible material.
- c) All cooking using grease or oils require a splatter shield or lid.

8) Electrical Equipment

- a) Electrical equipment must be installed, operated and maintained in a manner, which does not create a hazard to life or property. Electrical work must comply with all applicable City, State and National codes.
- b) All extension cords extending across an aisle or on the path of travel must be taped down and marked to avoid tripping anyone walking across or through the area.

9) Vehicles

- a) The following are the requirements for displaying vehicles and fuel powered engines.
 - i) No more than 1/4 of a tank of fuel (5 gallons) or minimum of amount needed for driving in, positioning, and driving out of the exhibit hall.
 - ii) Fuel tank cap must either be locked or sealed by tape.
 - iii) Battery cables disconnected.

- iv) Floor plan of the display area must be submitted to the Fire Marshal for approval.
- v) Keys to all vehicles must remain on site, so the vehicle can be moved in case of emergency.
- vi) Vehicle operation is limited to brief parade-type display specifically approved by the Fire Marshal.
- b) No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in/move-out. Vehicles will be towed at the owner's expense.
- c) All vehicles not on display must be moved out of the building prior to the public being admitted.

10) Hazardous Materials

- a) Occupational Safety & Hazard Administration requires that all containers of hazardous materials be labeled with the identity of the hazardous material and appropriate hazardous warnings.
- b) Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet in case of spill or leakage.

11) Seating Arrangements

- a) All seating arrangements for events will be in accordance of the Fort Worth Building Code and approved by the Building Official.
- b) The final floor plan of the layout for conventions, concerts or conferences should be submitted to the FWCC at least 90 days in advance. Your Event Coordinator will then submit the floor plan to the Building Official and Fire Marshal for approval.